

United States Postal Service

§ 222.5

(f) Heads of departments or offices who report to a Senior Assistant Postmaster General are authorized to exercise the powers and functions of that SAPMG within the area of responsibility of their department or office, except as such authority may be reserved or rescinded by the SAPMG or is limited by law or the terms of their specific assignment.

[38 FR 20404, July 31, 1973, as amended at 46 FR 34330, July 1, 1981; 48 FR 1965, Dec. 17, 1983; 48 FR 30111, June 30, 1983; 51 FR 40797, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.2 Media of delegation.

(a) All delegations of authority must be issued through official directives.

(b) Headquarters or regional officials shall not orally authorize postmasters to deviate from published instructions, except in emergencies. An oral authorization must be confirmed by a memorandum or order dated subsequent to the issuance date of the most recently published instructions on the subject. Postal inspectors shall charge as irregularities any improperly authorized deviations observed in the course of office inspections.

[38 FR 20404, July 31, 1973, as amended at 51 FR 40797, Nov. 10, 1986]

§ 222.3 Contents of delegations.

(a) Delegations of authority shall ordinarily be made by position title rather than by name of the individual involved. An officer or executive acting in the absence of a principal has the principal's full authority.

(b) When authority is delegated to an officer, the officers above that officer shall have the same authority. Delegated authority shall not extend to aides except when an aide serves on an acting basis (see paragraph (a) of this section) or unless the aide is specifically authorized by the superior to exercise such authority.

(c) A delegation must agree with the law and regulations under which it is made and contain such specific limiting conditions as may be appropriate.

[51 FR 40797, Nov. 10, 1986]

§ 222.4 Redelegation.

(a) Except as otherwise prohibited by law, or by a regulation that expressly

prohibits redelegation, or by the terms of the delegation:

(1) Heads of groups, functions, or offices at Headquarters are authorized to redelegate any authority vested in them.

(2) Regional Postmasters General or heads of regional departments are authorized to redelegate any authority vested in them subject to the condition that redelegation to members of a regional staff must be consistent with the then current regional organizational structure.

(3) Field division general managers/postmasters are authorized to redelegate, subject to or within guidelines issued by the RPMG, any authority vested in them, provided that the redelegation is consistent with the current organizational structure.

(4) Postal data center (PDC) directors are authorized to redelegate any authority vested in them.

(5) Heads of MSCs and other field installations are authorized to redelegate to members of their respective staffs any authority vested in them.

[51 FR 40797, Nov. 10, 1986, as amended at 54 FR 29707, July 14, 1989]

§ 222.5 Authority to approve personnel actions and administer oaths of office for employment.

(a) *Delegation.* The following are authorized to effect appointments, administer oaths of office for employment, and take other personnel actions:

(1) Senior Assistant Postmaster General, Human Resources, Assistant Postmasters General, Employee Relations Department and Labor Relations Department;

(2) Chief Postal Inspector;

(3) Regional Chief Postal Inspectors;

(4) Postal Inspectors-in-Charge;

(5) Regional Postmasters General;

(6) Heads of postal field installations including those reporting directly to specified departments in Headquarters or to Regional Postmasters General;

(7) Officials occupying personnel services positions EAS-15 and above, when their positions include responsibility for functions such as recruitment, appointments, replacements, position changes and separations, and related personnel processing.

(b) *Personnel actions for employees of “other installations.”* As specifically authorized by either the Senior Assistant Postmaster General, Human Resources or a Regional Postmaster General, officers and employees listed in paragraph (a) of this section may approve personnel actions for employees in offices or installations other than their own as a cross-service, as a central personnel office, or on a special need basis.

(c) *Transfers of accountability.* In addition to other personnel authorized under this section, associate office coordinators at field divisions and management sectional centers may administer oaths of office for employment at any post office in conjunction with transfers of accountability of postmasters.

[38 FR 20404, July 31, 1973, as amended at 40 FR 13498, Mar. 27, 1975; 43 FR 29117, July 6, 1978; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989; 63 FR 9943, Feb. 27, 1998]

§ 222.6 Authority to administer oaths other than for employment.

The following are authorized to administer oaths concerning matters other than employment:

(a) Postal inspectors with regard to any matter coming before them in the performance of their official duties;

(b) Any member of a board who is assigned to conduct hearings or investigations in which sworn testimony, affidavits, or depositions are required and each officer or employee assigned to conduct such hearings or investigations;

(c) *Postmasters’ authority.* Postmasters are required, empowered, and authorized, when requested, to administer oaths with a like force and effect as officials having a seal, as follows:

(1) *Expense accounts.* Accounts for travel or other expenses against the United States.

(2) *Customs documents.* At post offices where customs officers are not stationed, any oath required to be made to statements in customs documents by importers of merchandise by mail, not exceeding \$100 in value.

(3) *Recruitments for Job Training Programs.* Oaths of office to prospective Job Training Programs enrollees.

(4) *Fees.* Do not collect fees for these services. The United States will not re-

imburse postal employees for fees paid for administering oaths.

(d) *Postmasters in Alaska as notaries public.* (1) Administer oaths and affirmations; take acknowledgments and make and execute certificates thereof; and perform all other functions of a notary public within Alaska whenever a certification is necessary to comply with any Act of Congress or of the Legislature of Alaska.

(2) When executing certificates of oath, affirmation, or acknowledgment, and the title “Postmaster” after your signature and give the name of the post office and date document is executed. Place legible postmark impression of the post office on the document.

(3) Keep a record of all deeds and other instruments of writing acknowledged, relating to the title to or transfer of property. This record shall be available to your successors, and shall be subject to public inspection.

(e) *Fees for notarial service.* An officer or employee who is a notary public shall not charge or receive compensation for notarial services for another officer or employee regarding Government business; nor for notarial services for any person during the hours of the notary’s services to the Government, including the lunch period.

(39 U.S.C. 401)

[36 FR 4767, Mar. 12, 1971. Redesignated at 38 FR 20327, July 31, 1973. 38 FR 20404, July 31, 1973, as amended at 40 FR 26511, June 24, 1975; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.7 Authority to designate certifying officers—headquarters.

(a) *Delegation.* The following are authorized to designate certifying officers at Headquarters for the items specified:

(1) *The Chief Postal Inspector, for:* (i) Payment from his special deposit account; (ii) disbursements for rewards based on Postmaster General Notices of Reward; (iii) payments from confidential funds; (iv) salary payments for Special Investigations Division; (v) advances of funds for confidential purposes; (vi) inspection service, travel advances, transportation of things; and (vii) payments for special analyses and services.